DE Dual Enrollment Notebook/Folder Specifications (Version 26)

Each student will maintain a **FOLDER and a personal notebook**. The Notebook must be brought to class each day. The Notebook can have any format. It will be randomly checked several times **EACH** marking period and in the week prior to the final grade. Each student will also maintain a FOLDER in class. The FOLDER is an important part of your grade. **YOU MUST have a new grading sheet for EACH marking period. A setup grade is REQUIRED at the beginning of each marking period**.

Scoring Sheet AND Submission Date– 5%

The course name, and the student's header information should be clearly displayed on the tab.

The scoring sheet should be the first item in your folder. **BE SURE to put the submission date in the box at the top of the scoring column before submitting for a grade.**

Table of Contents – 15%

Notebooks without a Table of Contents WILL NOT be graded. All pages must be numbered and listed in the Table of Contents. You should number and date your pages as you place them in the folder. There will be a separate page for each of the three sections. Be sure to use the TOC with the section for entering grades.

The following three sections are required and must be separated with labelled dividers. They MUST be in this order.

1. **Classroom Notes -** 40%
Evidence of notetaking is important. Please set up a page for each day in the class.

2. **Homework - 2**0%
This section should include all homework. Most homework will be done online. For those assignments, a summary sheet should be printed and placed in the notebook **use this page for doing work during the assignment**. Otherwise, any inclass assignments, quizzes or tests should be placed here. When an assignment is returned write a PAGE NUMBER and the date returned on the bottom right corner of the first page. Record the assignment on the Homework Table of Contents page. (Homework should always be "pre-graded" before submission.

3. **Test, Quizzes, Classwork** - 20%
 This section should include all graded tests and quizzes and any work done in class. (In the case of online assignments, print a summary page for each test and add it to the Test,Quizzes and Classwork section)When you receive a graded assignment put the PAGE NUMBER and the date returned on **the bottom right side** of the first page. Record the assignment in the appropriate Table of Contents